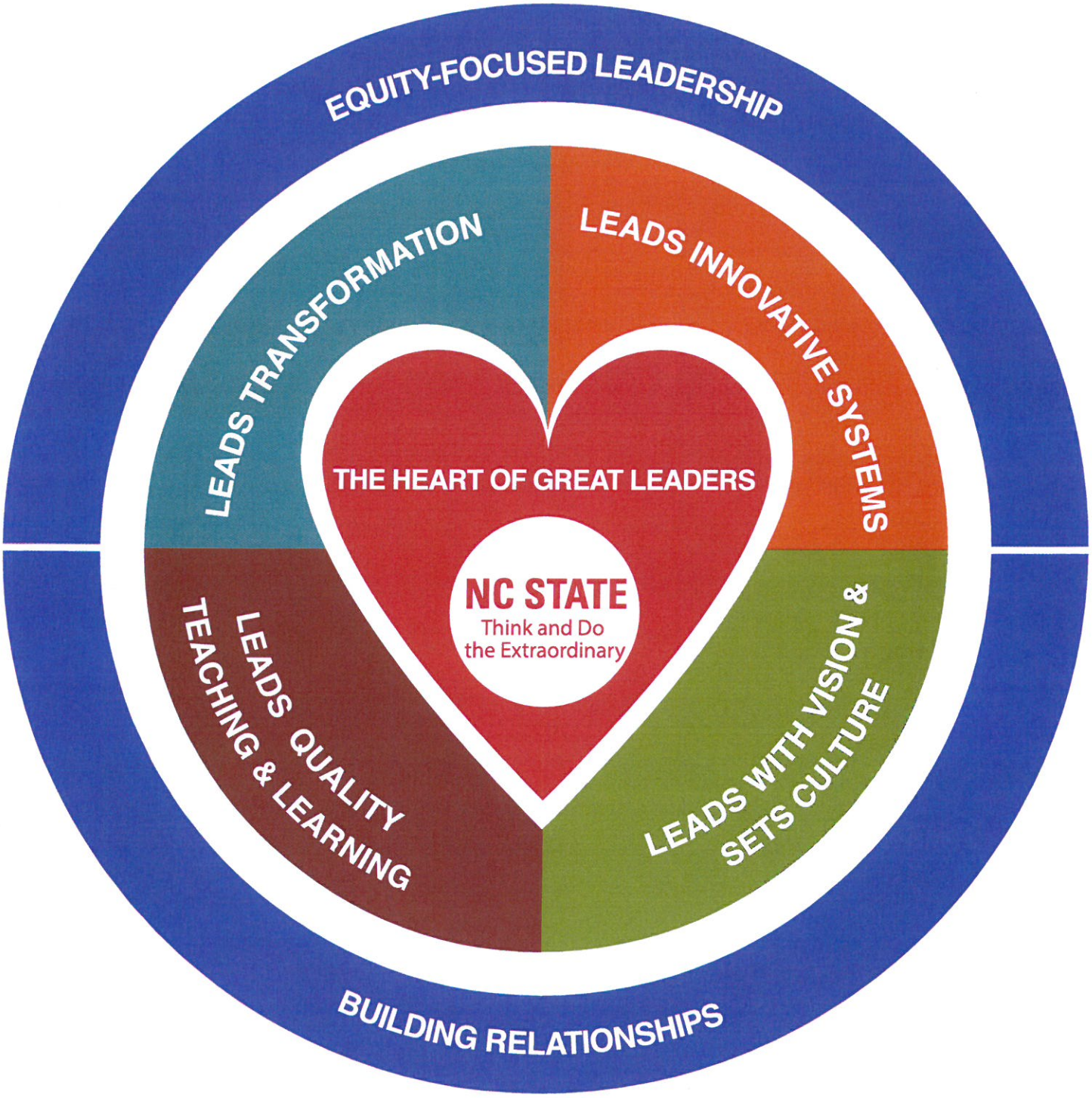

NC STATE PRINCIPAL PREPARATION

Developing *excellent leaders, effective schools,* and *enriched communities*

Professional Development

The professional development for Principal Fellows is thematically designed.

Year One Fellows undergo an exploration of "self" as they discuss emotional intelligence and the growth mindset. Year One Fellows will also be presented with basic leadership dispositions and characteristics of successful leaders, including restorative discipline, crucial conversations and cultural competency.

Year Two Fellows will focus on building the "toolkit" for a lead learner. Year Two Fellows will learn the importance of utilizing discussion-marking protocols as applied to data and other school improvement decisions. The second-year Fellows will also be exposed to STEM and literacy research-based strategies. These robust and strategic enriching activities will complement the rigorous coursework from the university to prepare our future leaders for success.

Internship Requirements

You must be enrolled as a full-time graduate student (9 hours minimum) and serve as a full-time intern in a public school during the second year as a Principal Fellow. While serving as an intern, Principal Fellows receive a stipend, in addition to the scholarship loan, contingent on funding from the N.C. General Assembly. The stipend from the N.C. Department of Public Instruction is for 10 months. The amount is 40 percent of a first-year assistant principal salary (based on the respective year's NC State Salary Schedule -- see the N.C. Department of Public Instruction website).

North Carolina Principal Fellows Program
North Carolina State University
515 Poe Hall | Campus Box 7801
Raleigh, NC 27695-7801
919-515-4963
go.ncsu.edu/principal-fellows

NC State University promotes equal opportunity and prohibits discrimination and harassment based upon one's age, color, disability, gender identity, genetic information, national origin, race, religion, sex (including pregnancy), sexual orientation and veteran status.

600 copies of this public document were printed at a cost of $1.18 per copy.

NCPFP

"Strong Leaders, Strong Schools"

The North Carolina Principal Fellows Program

A scholarship loan program funded by the North Carolina General Assembly and based upon academic merit (financial need is not a consideration) to assist interested individuals to earn the master's degree in educational administration in preparation for a career in school administration.

Elevate Your Impact

Develop your leadership skills and gain the experience needed to become a leader in North Carolina's public schools through the N.C. Principal Fellows program.

Background

A study commission reported to the N.C. General Assembly in 1993 on many issues related to the educational preparation and qualifications of public school administrators in North Carolina.
The Principal Fellows Program (PFP) is a major initiative based upon the recommendations from the commission. The program was established to ensure that the best, most highly qualified students are able to attend master's programs in school administration for two years on a full-time basis. These master's programs will offer one year of full-time academic study, professional development activities, and a one-year internship in a public school in North Carolina. The Principal Fellows Commission determines selection criteria for Principal Fellows and selects recipients to receive scholarship loans made under the program. Today, the Principal Fellows Program is administered through the NC State College of Education.

Value and Terms

The scholarship loan is contingent upon funding by the N.C. General Assembly. Currently, the scholarship loan amount for the first year is $30,000. The second-year amount is 60 percent of a first-year assistant principal principal salary (based on the respective year's NC State Salary Schedule—see the N.C. Department of Public Instruction website), plus $4,100. The recipient agrees to seek, obtain and maintain employment as an assistant principal or principal in a public school or a United States government school in North Carolina for four years to satisfy this debt. Should the individual not complete the program or not serve in an eligible school administrative position, the debt must be repaid in cash at an interest rate of 10 percent within a period of 12 years.

Participating Institutions

Applicants

To be considered for the PFP scholarship loan, each applicant must meet the following criteria:

1. Be a domiciliary (legal resident) of North Carolina;
2. Have a baccalaureate degree from an accredited institution;
3. Have at least 3.2 grade point average on a 4.0 scale in the last 60 hours of study, including graduate work;
4. Be unconditionally admitted as a full-time student in the first year of the two-year Master of School Administration program at one of the participating UNC System institutions by the date the Principal Fellows Commission selects the recipients;
5. Have completed no more than two courses that apply toward the Master of School Administration degree;
6. Have a minimum of four years of successful teaching experience or other relevant experience;
7. Provide evidence of leadership and management potential;
8. Provide evidence of communication skills;
9. Be willing to practice at an approved site in North Carolina as a full-time administrator for four years, within six years of completing the master's degree, or repay in cash the amount received through the Principal Fellows Program plus interest at a rate of 10 percent.

On-the-Job Training
Earn your Master of School Administration and complete a full-time internship in a public school in two years

*Recipients of the Principal Fellows scholarship loan shall not be employed full time during the time they receive their scholarship loan.

NC STATE
Principal Preparation

North Carolina State University

NC State Principal Preparation

Master of School Administration
Application Checklist
DUE DATE: January 15, 2019

Application Checklist:

____ 1. Completed NCSU's Graduate School Online Application.
____ 2. Paid the $75 application fee.
____ 3. Selected: **School Administration - MR – Summer 1 2019**.
____ 4. Confirmed on application that you have **NC Residency** and completed the required form in the application system.
____ 5. Uploaded unofficial **transcripts** from each college attended (except NC State). If you are recommended for admission, the Graduate School will request an official copy of your transcript(s) be sent directly to the Graduate School (for address see http://www.ncsu.edu/grad/contact-us/index.php. Please do not send the transcripts to the department).
____ 6. Confirmed the submission of three (3) **letters of reference** via the online application system.
____ 7. **OPTIONAL**: Submitted official score report from either the Miller's Analogy Test (MAT) or the Graduate Record Examination (GRE) (taken within the past 5 years). [Send unofficial scores ASAP and then have your official scores sent to NCSU Graduate School. Please request a print-out of your unofficial score from the test administrator the day you take the test. Then email copy of score report to sharon_walker@ncsu.edu]
____ 8. Uploaded your Professional **Resume:** Please be detailed and include information on your teaching assignments (grades and subject), current work assignment (location) and include current supervisor name and contact information (address, phone, and email)
____ 9. Uploaded your statement of **purpose or biographical statement**.
____10. Uploaded your **writing sample** for the MSA program: "*Philosophical Statement or Educational Platform.*" (You may have to combine two of the documents for #8, 9, and 10 into one computer file in order to upload at the online application site.)
____11. Mailed, faxed or emailed to: **NC State Principal Preparation Background Information** form to:
Dianne Griffiths, NC State Principal Preparation
NC State University, College of Education
Campus Box 7801, 608P Poe Hall
Raleigh, NC 27695-7801
degriffi@ncsu.edu, Fax: 919-515-8950
____12. Completed the **Required NC State Principal Preparation MSA Information Survey** at: https://www.surveymonkey.com/r/W9WSSFM
____13. Save the Date for Candidate Assessment Day on **Saturday, January 26, 2019** – Location TBD

*** NCSU's MSA Application Due Date: January 15, 2019**

*** Mandatory Attendance at Candidate Assessment Day on January 26, 2019**

NC STATE
Principal Preparation

North Carolina State University

NC State Principal Preparation
Master of School Administration
Application Checklist
DUE DATE: January 15, 2019

Application Checklist

Preferred Admission Criteria

- Three years teaching experience in PK-12 public or private school is strongly preferred
- Undergraduate GPA of 3.0 or better strongly preferred (2.5 GPA minimum)

Application Procedures

All application materials should be submitted via the NC State Graduate School's online application.

1. Go to NC State's Graduate School's Online Application web page: http://www.ncsu.edu/grad/applygrad.htm

2. On the right side of the page, click on the Create Account tab to register for a new account.

3. "Application Instructions" are provided within the electronic application, please read carefully. There is a nonrefundable $75 application fee. *Your application can be more rapidly processed if you use a credit card.*

4. When completing the online application form from the dropdown menu, select the program: **School Administration – MR – Summer 1 2019**.

5. Make sure you select that you have **NC Residency** and complete the required form in the application system. (This step is very important!)

To complete your application, you will need the following items:

- **Transcripts** from each college attended (except NC State). Upload unofficial transcripts.
- Three **letters of reference**. One letter **must be** from your current supervisor. The system will send an email to your references asking them to electronically submit their reference.
- **OPTIONAL** - Official score report from either the Miller's Analogy Test (**MAT**) or the Graduate Record Examination (**GRE**) (taken within the past 5 years). [See below for more information]
- Your Professional **Resume:** Please be detailed and include information on your teaching assignments (grades and subject), current work assignment (location) and include current supervisor name and contact information (address, phone, and email).
- A statement of **purpose or biographical statement**. You are asked to: "*Describe your career goals and research interests, as well as your publications, work experience, and academic honors and organizations. You may also include an optional statement of the key learning objectives you hope to achieve in your studies, your achievements, talents, background, experiences, and traits that will contribute to the enrichment or diversity of the University or community, beyond your academic credentials.*"

- A **writing sample** for the MSA program. You are asked to provide: *Philosophical Statement or Educational Platform: In an essay, describe your educational philosophy, please include your view of the purpose of schooling; the key ingredients of an adequate education for all students; and how educational leaders should be viewed by students, teachers, and parents.*

If you have any problems with the electronic application process, please contact:

NC State Graduate School
919-515-2872 – general information
919-515-2871 – graduate records
919-515-2873 – fax
graduate-school@ncsu.edu (general inquiries)
graduate_applications@ncsu.edu (admissions & application questions)

Your application can be more rapidly processed if you can pay the application fee using a credit card. If not paid on-line with a credit card, the application fee should be mailed directly to the Graduate School.

NC State Graduate School
1020 Main Campus Drive, Room 2300A
Campus Box 7102
North Carolina State University
Raleigh, NC 27695-7102

Once your university application has been completely submitted, please complete the NC State Principal Preparation Information Survey that will take approximately 10 minutes. **You will need to complete it during one session because the link will only work once on your computer:**

Required Information Survey at: https://www.surveymonkey.com/r/W9WSSFM

For questions or additional information about the program content or coursework:

Dr. Brenda Champion, bdchampi@ncsu.edu, 919-515-7993

Karen Anderson, klrosebo@ncsu.edu, 910-840-5100

NC STATE
Principal Preparation

MAT or GRE?

The **MAT** has only one question type—analogies. The analogy questions on the MAT test a broad range of topics and concepts including geography, history, vocabulary, art, science, math, modern events, sequence of letters and words, literature, and grammar. Students with a well-rounded humanities background tend to do well on the MAT.

Here is a sample MAT question-- BACH : MUSIC :: MONET :

(a) painting
(b) architecture
(c) design
(d) dance

The correct answer is (a) because the composer BACH is associated with MUSIC in the same way that MONET is associated with (a) PAINTING.

The MAT is a paper format exam that features 120 questions administered in a 60-minute time period. Thus, you must work quickly to complete all of the questions. An on-line study guide is available at: http://images.pearsonassessments.com/Images/dotCom/milleranalogies/pdfs/TheMATStudyGuide.pdf

The **GRE** is a longer test with a wider variety of questions types. The GRE is composed of three different sections which test students on their math, verbal, and writing abilities:

- The Verbal section of the GRE consists of antonyms, analogies, sentence completion, and reading comprehension. Like the MAT, much of the Verbal section's antonyms, analogies, and sentence completion tests students' vocabulary skills.
- The Quantitative section of the GRE focuses on arithmetic, algebra, geometry, and word problems.
- The Analytical Writing section of the GRE provides two prompts; one prompt asks the student to analyze an issue and the other asks the student to take a position on an issue and present an argument for the issue.

GRE scores are composed of three different scores: one for the Verbal section, one for the Quantitative section, and one for the Analytical Writing section.

The MAT and GRE are very different tests. The most important factor in deciding whether to take the GRE or MAT is determining which exam will produce the best score for you. The GRE has math and writing sections, and therefore, if you are weak in math or writing the MAT may be the better option. If you are strong in reading comprehension or math (which on the GRE is at the high school level) the GRE gives you opportunity to pick up some easy points.

Keep these considerations in mind:

- Are you a good writer or strong in math? If so, the GRE may be better test for you.
- Are you a poor writer or weak in math? If so, the MAT may be better test for you.
- Do you become easily fatigued when testing? Since the MAT is considerably shorter than the GRE, the MAT might produce a better result.

*Adapted from http://www.powerscore.com/gre/help/gre_vs_mat.htm

MAT Testing Center

A+ Testing & Assessment Center
1100 Logger Court, Suite E101
Raleigh, NC 27609
Phone: 866-443-6448
Website: hsbenterprise.org

GRE Testing Center

Raleigh Prometric Testing Center
3200 Spring Forest Rd #212
Raleigh, NC 27616
Phone: 919-954-1359

NC STATE
Principal Preparation

NC STATE
Principal Preparation

NC Principal Preparation Background Information

Name: _____

1. Have you ever been dismissed from any employment?

☐YES (If yes, provide explanation.) ☐NO

2. Have you ever resigned, voluntarily or involuntarily, in lieu of contract non-renewal, non-extension or termination of employment?

☐YES (If yes, provide explanation.) ☐NO

3. Have you ever been denied tenure/career status?

☐YES (If yes, provide explanation.) ☐NO

4. Have you ever had a contract non-renewed, non-extended or been dismissed from employment?

☐YES (If yes, provide explanation.) ☐NO

5. Have you ever been or are you currently being investigated for alleged misconduct related to your employment or arising out of your employment?

☐YES (If yes, provide explanation.) ☐NO

6. Have you ever been convicted, pled guilty, or pled nolo contendere (no contest) to any criminal offense other than a minor traffic violation (criminal offense includes, but is not limited to a felony, a misdemeanor, or Driving While Impaired). Please explain relevant circumstances in detail.

NOTE: In response to this question, include all offenses other than minor traffic offenses. The following are not minor traffic offenses and must be listed: DWI, DUI, Failure to Stop in the Event of an Accident (hit and run) and Driving While License Revoked or Suspended (DWLR).

☐YES (If yes, provide explanation.) ☐NO

7. Have you ever received probation, deferred prosecution, or any type of pre-trial adjudication, including a PJC (prayer for judgment) other than for a minor traffic offense?

☐YES (If yes, provide explanation.) ☐NO

8. Have you ever participated in a diversion program in lieu of prosecution?

☐YES (If yes, provide explanation.) ☐NO

9. Have you ever been arrested, indicted or otherwise charged or accused of a crime regardless of whether you were convicted or whether the charges were dropped other than for a minor traffic offense?

☐YES (If yes, provide explanation.) ☐NO

NC STATE
Principal Preparation

NC Principal Preparation Background Information

10. Are you currently under criminal investigation or named in an indictment, accusation or special presentment of any offense other than for a minor traffic violation?

☐YES (If yes, provide explanation.) ☐NO

11. Have you ever been, or are you currently being, investigated or charged with a violation of a Professional Code of Ethics or any similar code of conduct?

☐YES (If yes, provide explanation.) ☐NO

12. Have you ever been, or are you currently being, investigated for alleged or suspected child abuse or neglect by any governmental agency?

☐YES (If yes, provide explanation.) ☐NO

13. Have you ever had a professional certificate, credential, or license or any kind revoked or suspended?

☐YES (If yes, provide explanation.) ☐NO

14. Have you ever been reprimanded, censured, placed on probationary status or suspended for any alleged misconducted or alleged violation of professional standards or conduct?

☐YES (If yes, provide explanation.) ☐NO

15. Are there any pending adverse actions against you relating to a professional certificate, credential, or license in North Carolina, any other state or country?

☐YES (If yes, provide explanation.) ☐NO

16. Are you on a child abuse registry or a sex offender registry of any kind?

☐YES (If yes, provide explanation.) ☐NO

17. Have you ever been denied a professional license for which you applied?

☐YES (If yes, provide explanation.) ☐NO

18. Have you ever been granted a professional license on a conditional or probationary basis for any alleged misconduct or alleged violation of professional standards of conduct?

☐YES (If yes, provide explanation.) ☐NO

19. Have you ever surrendered a professional license of any kind before its expiration?

☐YES (If yes, provide explanation.) ☐NO

20. Have you ever been disciplined by any public agency responsible for licensure of any kind, including, but not limited to, educational licensure?

☐YES (If yes, provide explanation.) ☐NO

NC STATE
Principal Preparation

NC Principal Preparation Background Information

21. Have you ever been involuntarily placed on leave by an employer?

☐YES (If yes, provide explanation.) ☐NO

22. Has an administrator ever met with you to address specific concerns about your teaching or classroom management?

☐YES (If yes, provide explanation.) ☐NO

23. Have you ever been placed on a formal improvement plan (ex: directive action plan or corrective action plan) for your teaching?

☐YES (If yes, provide explanation.) ☐NO

24. As a participant in NC Principal Preparation, I agree to immediately inform the Program Director if I am put on a formal improvement plan (directive, or corrective action, etc....) and fully disclose the nature and content of the improvement directive.

☐YES ☐NO

25. As a participant in NC Principal Preparation, I agree to immediately seek assistance from the Program Director if any of my supervisors formally or informally raise concerns about my job performance.

☐YES ☐NO

26. What NC teaching license do you currently hold?

☐NC SP1 ☐NC SP2 ☐Lateral Entry ☐Other (please list: _____)

27. What NC license do you anticipate holding during the 2019-2020 school year?

☐NC SP1 ☐NC SP2 ☐Lateral Entry ☐Other (please list: _____)

28. List any other licenses held: _____

_____ _____

Signature Date

Please return the completed form as soon as possible by email, fax, or mail to:

Dianne Griffiths
Email: degriffi@ncsu.edu
Fax: (919) 515-8950

Address: Dianne Griffiths, NC Principal Preparation
NC State University, College of Education
Campus Box 7801, 608P Poe Hall
Raleigh, NC 27695-7801

NC STATE
Principal Preparation

MSA Program Fellow Selection Process

Leadership succession planning or investing in leadership "bench strength" is a standard practice in successful corporations and in high performing educational systems. We know that great schools have great leaders. NC State MSA program targets resources to prepare the very best leaders for NC's schools and improve student outcomes.

To prepare highly effective leaders for NC's schools, NC State uses a multi-step selection process that includes experiential events in which candidates must demonstrate their skills, knowledge and dispositions. Through these carefully sequenced interactions, NC State selects the very best people – those who demonstrate characteristics of principals that research has identified as linked to higher levels of student performance and correlated with deeper school change.

NC State selects Fellows who: have high expectations and share the belief that *all* children can achieve at high academic levels; have a sense of urgency and personal accountability for achieving results for students; have a deep commitment to equity and community engagement; possess a deep knowledge of curriculum and instruction and monitors teacher effectiveness; and have strong resiliency skills to persevere when confronted with setbacks.

Multi-Step Selection Process:

1. Enhanced NCSU graduate application, background screening & reference check
2. Team review of application materials. Finalists selected
3. Finalists participate in **Candidate Assessment Day** - in-depth experiential exercises (January 26, 2019)
4. Individual interviews & team review of all materials
5. Consultation with districts/superintendents & offer of admission to top candidates

Applicants complete an enhanced NCSU Graduate School application and must pass a background screening and reference check. Letters of recommendation for this stage of the process should come from the **candidate's immediate supervisor(s)** and others who have worked closely with the candidate. Candidates should ***NOT*** seek superintendent endorsement.

Consultation with the superintendent will take place after Candidate Assessment Day and will be based in part on the candidate's performance during the assessment activities.

After a careful review of applications, the NC State MSA Leadership Team and Educational Leadership faculty select finalists to participate in Candidate Assessment Day (**January 26, 2019**). During the full-day assessment, finalists engage in authentic scenario-based activities. Each individual is assessed by evaluation teams composed of current teachers, principals, K-12 students, district turnaround coaches, district superintendents, and university faculty. (For a more detailed description of the Assessment Day, please see: go.ncsu.edu/principalprep).

During Candidate Assessment Day, finalists:

✓Role play scenario with a current high school student;
✓Role play scenario with a current K-12 teacher;
✓Complete the GRIT Perseverance Survey;
✓Role play a School Improvement Team Meeting scenario;
✓Complete a timed authentic writing activity (20 minutes to write a memo that will go home to families about an incident at school);
✓Participate in a 30-minute individual interview.

At the end of the day, the Assessment Team debriefs with the MSA Leadership Team about the strengths and weaknesses of each candidate. The MSA Leadership Team then completes a comprehensive review of all the materials, consults with district leaders, and makes final admission decisions. Offers of admission will be made approximately 3-4 weeks after Assessment Day.

NC STATE UNIVERSITY

Financial Aid Information

Estimated Cost of Attendance
The cost of attendance for an NC State student includes both direct and indirect costs:

- **Direct costs** are billable charges and include expenses like tuition, fees, on-campus housing and university meal plans.
- **Indirect costs** are non-billable expenses associated with attending the university and include off-campus rent, books, and transportation to campus.

Estimated NC State Expenses
Select the appropriate category below to view your cost-of-attendance information. **Note:** All costs are averages based on a survey of student spending in each category.

- Graduate students - https://studentservices.ncsu.edu/your-money/financial-aid/estimated-cost-of-attendance/graduate-student/

- Use our Expenses, Costs and Refund calculators to estimate your out-of-pocket costs and determine whether you will receive a refund. https://studentservices.ncsu.edu/your-money/financial-aid/estimated-cost-of-attendance/expense-calculator/

Additional Expenses
Buying a computer - The cost of purchasing a computer may be added to the cost of attendance once per academic career. Documentation of the purchase price is required.

Health insurance costs - Health insurance expenses are *not* included in the total cost of attendance. Students who purchase the University's health insurance plan may contact their financial aid counselor to request the expense be included in their individual cost of attendance. https://emas.ncsu.edu/units/scholarships-and-financial-aid/

Other expenses - may be included in the cost of attendance; Office of Scholarships and Financial Aid advisors evaluate these expenses on a case-by-case basis. Childcare for dependent children and unreimbursed expenses related to a disability are examples of permissible added expenses.

The Office of Scholarships and Financial Aid may request documentation in order to evaluate individual circumstances.

Types of Financial Aid

Financial Aid is the resources provided to a student to meet his or her college expenses.

Financial aid funds may come from federal, state, institutional and private sources. There are two basic types of financial aid: gift funds (money that does not need to be repaid) and self-help funds (money that is borrowed and must be repaid, or earned while enrolled).

Types include:

- Scholarships - https://studentservices.ncsu.edu/your-money/financial-aid/types/scholarships/
- Grants - https://studentservices.ncsu.edu/your-money/financial-aid/types/grants/
- Loans - https://studentservices.ncsu.edu/your-money/financial-aid/types/loans/

Loans

Educational loans must be repaid, so consider your anticipated future annual income before you obtain a loan. Estimate your monthly payments with the Loan Payment Calculator. Never borrow more than is needed to attend school. http://www.finaid.org/calculators/loanpayments.phtml

To disclose borrower rights and responsibilities, the federal government requires the completion of entrance loan counseling before loan funding is disbursed. Exit counseling is also required when a student ceases attendance.

Review additional information about loan limits, interest rates and the application process on the US Department of Education website. https://studentaid.ed.gov/sa/types/loans/subsidized-unsubsidized

Federal Loans

- Direct Subsidized Loans – Subsidized loan eligibility is based on financial need. Interest is not paid on subsidized loans until the borrower enters repayment. Repayment commences after the borrower is no longer enrolled at least half time.
- Direct Unsubsidized Loans – Unsubsidized loans are available to students regardless of their financial need. Interest on unsubsidized loans will accrue if not paid while the borrower is enrolled. Repayment commences after the borrower is no longer enrolled at least half time.

Direct PLUS Loans for Graduate Students

- Graduate and Professional students may apply to borrow a Graduate PLUS loan after Federal Direct Loan eligibility has been exhausted. Repayment commences after the borrower is no longer enrolled at least half time.
- Graduate PLUS loan borrowers are required to pass a credit check.

Private or Alternative Loans

Federal loans are generally the best options and should be your first consideration. Maximum interest rates and fees on federal loans are set by law, and terms and conditions are clearly defined.

However, private loans, also known as alternative loans, offer another borrowing option. Although the FASFA is not required, private loans may have varying interest rates and limited repayment options. Alternative loans are, therefore, considered a "last resort" lending option.

Applications for private loans are submitted directly to the lender. Many students are required to have a co-signer. Interest rates for loans are determined by the lender based on the student and co-signer's credit worthiness.

For a list of private lenders and a comparison of the loan terms offered, visit FinAid's private lender list. http://www.finaid.org/loans/privatestudentloans.phtml

Short-term Loans
Short-term loans are available to assist students who need small amounts of funding for emergency expenses. The maximum available loan is $500.
Enroll in a Payment Plan

NC State University allows undergraduate and graduate students to pay education expenses monthly – interest-free – through our partner, Tuition Management Systems (TMS).

The monthly payment plan allows students to:

- spread estimated costs for both fall and spring terms (the monthly payment plan cannot be used for the summer term) over a 10-month period for a fee of $65, or
- spread estimated costs for a single, regular term (fall or spring) over a five-month period for a fee of $50

Enrollment Dates and How to Enroll
Initial payments for the Spring 2018 semester will be due November 1, 2017. Students may sign up as late as January 9, 2018, for the Spring 2018 semester.

Follow these steps to enroll:

- If you have any existing balance due to the University, pay that balance in full before enrolling in a payment for a subsequent semester.
- View and print the TMS brochure. https://studentservices.ncsu.edu/forms/cashier/NCSU-TMS-brochure.pdf
- Determine your estimated cost of attendance for the school year using the Estimated Cost of Attendance website. https://studentservices.ncsu.edu/your-money/financial-aid/estimated-cost-of-attendance/
    - Estimate the tuition, room and board based on the student residence classification and number of hours enrolled.
    - Reduce that amount of financial aid the student will receive, if any, and the amount that will be paid by the student directly
- Contact TMS at (800) 356-8329 or ncsu.afford.com to enroll and for more information on payment options, education loans and free education payment counseling. Automated account information is available 24 hours a day.

TMS Monthly Payment Plan - Payment Schedule for Spring 2019

1st Installment - November 1, 2018

2nd Installment - December 1, 2018

3rd Installment - January 1, 2019

4th Installment - February 1, 2019

5th Installment - March 1, 2019

TMS forwards payments to the University twice a month, at which point funds are applied to your account. As long as your payment shows up on your TMS plan, your account is considered current.

If you change your course load or withdraw from the University, you may be entitled to an adjustment of the amount you owe based on the change you made and the date you made the change. **If the amount of your payments made under your payment plan exceeds the amount you owe, you will receive a refund.** See the Refund for Withdrawal policy for more information. https://studentservices.ncsu.edu/your-money/bill/refunds-and-reimbursements/refunds-for-withdrawal/

Find Your Financial Aid Counselor at NC State University
https://emas.ncsu.edu/units/scholarships-and-financial-aid/

Wake County Public School System Tuition Assistance
(See p. 71 of 2017-2018 Employee Handbook)

Tuition assistance for college course work is sometimes available on a limited basis to active full-time and part-time licensed employees. Applicants should read detailed procedures and eligibility requirements on the WCPSS Intranet site. Application forms are also available online on the Intranet at: http://www2.wcpss.net/departments/hr/retention-recruitment/tuition-asst.htm or, by visiting the school system's Intranet site and typing "tuition assistance" into the search box. Contact dclifton@wcpss.net for more information.

Johnston County Public Schools Tuition Assistance
Tuition Assistance is not offered at this time per Kathy Price, Executive Director of Educator Effectiveness

Start planning now for more education payment options.

- Smaller, monthly payments instead of one large payment
- Payment options that may reduce your need to borrow
- Tailored to your needs
- No approval required

An option to fit paying for education into your monthly budget!

Act now for more options and easier payments.

Enroll today at

ncsu.afford.com

"Enough payment options to fit anyone's budget. This simplifies education payment."

- Joe Pariseault

"We didn't qualify for any scholarships. Your payment plan was just what we needed."

- Elizabeth Wise

"Thanks for a great service at such a low cost."

- The Mercurio Family

TMS

A payment plan can help you afford your education

Monthly Payment Plans provide smaller and more manageable payment options

Paying For Education Just Got Easier

The **Monthly Payment Plan** at North Carolina State University allows you to pay your education expenses in smaller, more manageable monthly installments. Combine the payment plan with your financial aid package to reduce your student loan debt.

Low cost, no approval required

The cost for the Monthly Payment Plan is a $50 Semester enrollment fee.

All students and families, regardless of need or financial standing, are eligible for these payment plans. There is no approval process.

Step 1: Use the Monthly Payment Planner (at right) to determine your Semester amount and your monthly payment. Estimate as needed.

Step 2: Visit **ncsu.afford.com** to enroll online.

For assistance, or to receive no-cost affordability counseling, contact TMS at 800-722-4867.

North Carolina State University
10388-01

Your Monthly Payment Planner

1. Enter your *estimated* Semester expenses.

Tuition	$_____.__
Room, Board / Meal Plan	+ $_____.__
Other Fees	+ $_____.__
Total Semester Expenses	= $_____.__

2. Enter your *estimated* Semester deductions. Use aid estimates. Do not include work study.

Grants / Scholarships	$_____.__
Loans Applied For	+ $_____.__
Deposits Paid	+ $_____.__
Total Semester Deductions	= $_____.__

3. Subtract **Total Deductions** from **Total Expenses** to arrive at **Your Semester Amount**. Enter this amount here.

= $_____.__
Your Semester Payment Plan Amount

4. Divide **Your Semester Payment Plan Amount** by the Number of Monthly Payments in your plan (below). This is **Your Monthly Payment**.

÷ **5**

=$_____.__
Your Monthly Payment

If Your Monthly Payment is affordable, enroll today.

Paying is simple

Pay by check, money order or credit card (where available), by mail, phone or online. Automatic monthly payments may be made right from your checking or statement savings account.

Number of Monthly Payments Due

5 monthly payments
due on the 1st of each month from
June 1st to October 1st

IF YOU ENROLL...	# OF PAYMENTS DUE AT ENROLLMENT	YOUR NEXT PAYMENT IS DUE
...by May 20	0	June 1
May 21 - June 20	1	July 1
June 21 - July 20	2	Aug 1
July 21 - Aug 20	3	Sept 1